Exhibit 4-3 Process for CRA or CEVP® Risk Management Meeting

Preworkshop Activities

1. METHOD

 a) Project team – Determine need: Confirm project title, PIN, WIN, mileposts; set up Work Order; and submit request form.

Assemble project information:

Current Basis of Estimate, cost estimate, scope of work, schedule. List issues of concern; prepare to host the prep session and risk assessment meeting.

b) CREM – Negotiate with consultants and prepare task orders; prepare prep and risk assessment meeting agendas; provide orientation to the process.

2. PREP meeting

- a) SAEO Risk Lead & Coordinator
 Develop flowchart; discuss
 project scope of work, schedule,
 and cost estimate. Document
 assumptions and constraints.
 Determine invitees and who will
 invite them. Provide Risk
 Identification sheets to the
 project team; review how to use
 them. Develop draft agenda and
 plan for attendees.
- b) Invitations Invites are sent by the SAEO and Project Manager. Invites are sent with a cover memo and agenda.

3. **REVIEW** estimates

Project team works with CREM to begin advance review of cost and schedule estimates.

4. ADVANCE RISK ELICITATION

SAEO with Project Manager to arranges elicitation interviews.

Meeting Activities

5. MEETING is convened

Project Manager hosts meeting.

Meeting Leader – SAEO and/or region coordinators direct the meeting.

Risk Lead takes the lead during risk elicitation.

Cost Lead takes the lead during cost and schedule review and validation.

Project team provides:

Meeting venue Internet connection(s) Visual aids, such as:

> story boards plan sheets aerial photos r/w plans project exhibits other items

Project information, including:

Basis of Estimate
project cost estimate
project schedule
backup documentation
environmental documentation
r/w parcels information
r/w cost information
other pertinent information

Meeting Format for CRA/CEVP®

Process overview Review and finalize:

flowchart

base cost estimate

base schedule

base uncertainty

Finalize risk elicitation

Identify potential risk responses Agree on mitigation meeting date

Postworkshop Activities

- 6. PERFORM analysis
- a) Risk Leads Prepare preliminary results presentation and draft report; send to SAEO CREM Unit for review and comment; then send to Project Manager and Cost Lead.
- b) Project team Review draft report; comments go to SAEO, who works with the cost-risk team to finalize report.

7. RESPOND to risks

- a) Project team Develop and implement risk response strategies.
- b) Postmitigation analysis CREM works with project team to assess impact of responses
- c) MONITOR and control Monitor responses and risks.

TASK ORDER CLOSEOUT

Consultants submit final invoices.

SAEO prepares closing task order and makes final payments; advises Project Manager and appropriate Program Manager that the task order is closed.

7-Step Process

- 1. Method
- 2. Prep meeting
- 3. Review estimates (cost and schedule)
- 4. Advance risk elicitation and identify uncertainty, initial
- 5. Meeting convened elicit risk and identify uncertainty, final
- 6. Analysis and documentation
- 7. Implement risk response actions, monitor and control